Word 2010 Home Screen **Quick Access** W 3 1 4 9 . u 3 . Changes in Word 2010.docx - Microsoft Word Toolbar References M Find + Caster (Body) - 12 - A A A As 号 臣 · 臣 · 臣 · 读 学 如 ¶ AaBbCcD AaBbCc f Normal T No Spaci. Heading 1 = Styles = Ribbons ■ ■ ■ ■ (E+ O+ D+ & Select * Editing Menu Groups **Rulers** Changes·in·Word·2010¶ November - 22, -2010 \$ Below are the changes in Microsoft-Word 2010 since Microsoft-Office Word. ¶ · What's New? ¶ · The Ribbon The ribbon-provides quicker access to all the commands in Word 2010 and allows for easier future additions and cust on. For example, you can create-custom-tabs-andmmands. To help **Document Window** maximize the editing of ribbon carralso be hidden while you write. Section 1 Fage t of 3 Words 604 🥳 🖺 ■ 100% E 4 100% E Zoom Slider Status bar View buttons

Cut, Copy, and Paste

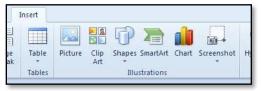
Paste is now enabled with Live Preview. Use the right mouse button to display the live preview before you commit to paste. Also, there are four paste options as listed below:



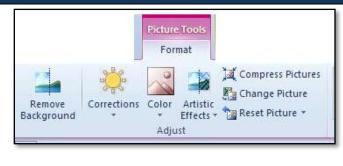
- 1. Keep Source Formatting
- 2. Merge Formatting
- 3. Use Destination Theme
- 4. Keep Text Only

Screenshot Graphic Tool

An added tool on the Insert ribbon is Screenshot / Screen Clipping. This option will display all the available windows open and will take a screen shot and insert it directly into Word as a graphic. Screen Clipping – allows manually selecting the area to screen shot.



Graphic Enhancements

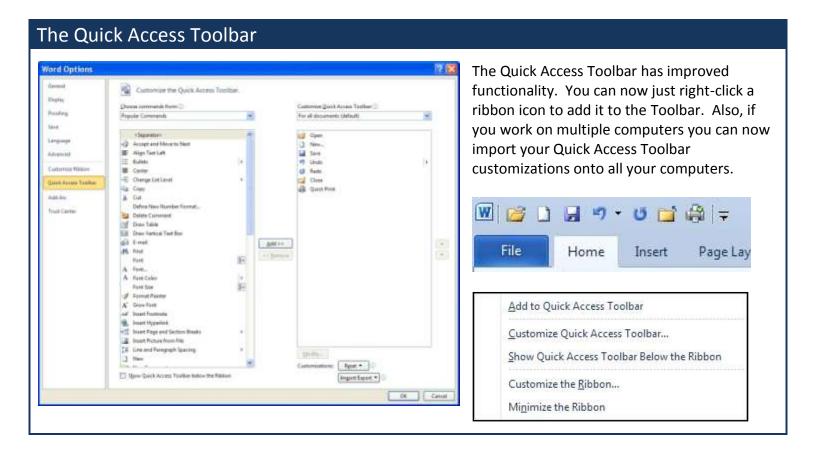


Word 2010 provides improved editing tools with a new set of Picture Tools. The new editing tools have a selection option that will provide a live preview of the change. The new tools are as follows:

- Picture Correction Options
- Artistic Effect Options
- Background Removal
- Picture Layout Options

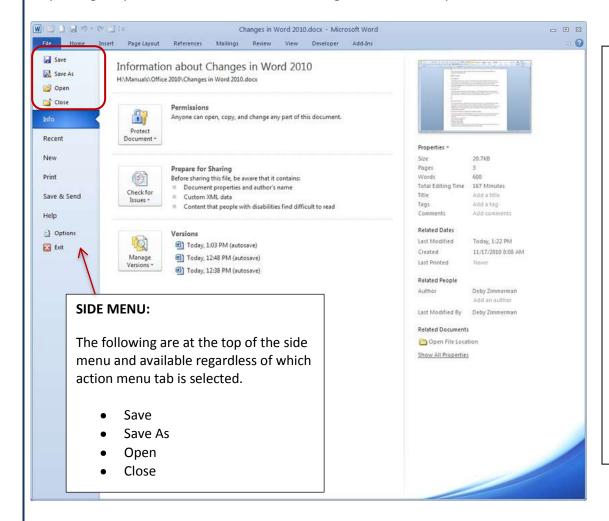
The Ribbon **Word Options** General Customize the Ribbon and keyboard shortcuts. Display Customize the Ribbon: (i) Proofing Popular Commands Main Tabs ٧ Align Left Breaks Bullan Accept and Move to Next Language Advanced Customize Ribbon Center NE AN € Styles € Editing Change List Level Ouick Access Toolbar Copy ⊞ ✓ Insert ☐ ✓ Page Layout ☐ ✓ References Cut Additos Define New Number Format... Delete Draw Table Trust Center ⊕ ✓ Mailings ⊕ ✓ Review ⊕ ✓ View Draw Vertical Text Box E-mai ⊕ ✓ Developer ⊕ ✓ Add-Ins ⊕ ✓ Blog Post Add >> I+ Font . « < Remove Font... Font Color Font Size Format Painter Grow Font Hyperlink... Insert Footnote Line and Paragraph Spacing Macros New New Comme Next Numbering New Comment New Tab New Group Rename... . . Customizations: Reset ▼ ① Keyboard shortcuts: Customize... Import/Export ▼ ① OK Cancel

The ribbon provides quicker access to all the commands in Word 2010 and allows for easier future additions and customizations. You can also customize the ribbon. For example, you can create custom tabs and custom groups to contain frequently used commands. To customize or create a new ribbon, click on the File Ribbon Tab, Options then Customize Ribbon.



The File Tab

The File tab replaces the Microsoft Office Button. The File Tab, also referred to as the Backstage view, helps you find frequently used features for managing your files and the data about the files, such as creating and saving files, inspecting for personal information, and setting file and Word options.



INFO ACTION TAB:

The info view displays the properties and statistics of the document.

The document can be protected (use caution with this option).

Autosave version can also be accessed and restored now from this tab.

Note: Once the file is closed properly, the autosave versions are deleted from the temporary location.

Protected View

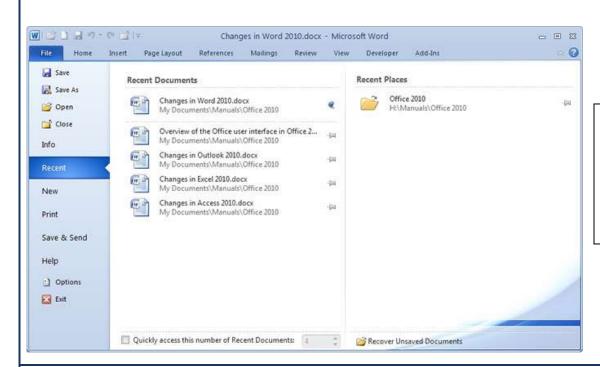
Files from a potentially unsafe location (such as the Internet or an e-mail attachment) or files that contain active content (such as macros, data connections, or ActiveX controls) are validated and can open in Protected View. When files are opened in Protected View mode, the editing functions are disabled. You can open and edit files from trusted sources by clicking the Enable Editing message.

Convert a Document to Word 2010

No conversion is necessary. The default file format has not changed in Microsoft Office 2010. When you open a document in Word 2010, it will open in one of three modes:

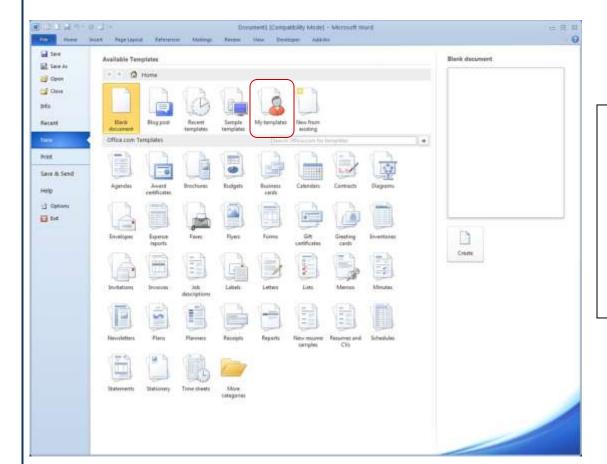
- Word 2010
- Word 2007 compatibility mode
- Word 97-2003 compatibility mode

The File Tab (continued)



RECENT TAB:

Word 2010 now has the options of selecting the most recent file or the location



NEW TAB:

Displays the Template options within Word 2010.

Select the "My templates" icon for the KDOA specific Templates.

The File Tab (continued) Changes in Word 2010.doox - Microsoft Word Home Stand Page Lapout References Makings Review View Developet Add Sni Print Save As Copies: 1 🗘 DOM: Print Close Changes in Word 2010 Deletter **PRINT TAB:** Info November 22, 2018 P128-BW on ipp://10.155.64.88 This article lists changes in Microsoft World 2010 since Microsoft Office World 2007 and Toner Live Recent The print view is now Printer Properties What's new New Theribbon incorporated within The ribbon provides guid-enacessto elithis commands in Yilpid 2000 and allows for easier. Author additions and cultivinitations. Top last size customizes the ribbon, for example, you can create custom sate and outdoing rouge to contain the guesty used commands. To help mainting the adding of your documentation space on the stags, the ribbon can also be hilblen while you sorte. Print All Pages Print the entire document the printer selection. Save & Send Pages. At the bottom of the Help Print One Sided Only print us one side of the p... The File tap represents Microsoft Office Button. The File many, helps you from equantly used features for managing your files and the data about the files, such as a rearing and saving files, impacting for personal information, and setting file and Word options. screen are navigation Colored 1,2,3 1,2,3 1,2,3 EH Det arrows to forward Portrait Orientation Protected View through the pages of First from a potentially unaffe location (such act ha line out or an e-mail attachment) or files that centers active (or excitation as mains, data connection, or Agricust centered are well-as mains, data connection, or Agricust centered are well-asset as the act opens in Protected fries. When this are opens in Protected fries who mail the are detailed. From the adding Amelions are disasted. You can open and edit files from the data return is to stockly. Enable 1551-big message. Letter 8.5" x 11" the document. Normal Margins Left: 1" Right: 1" Document authoring and graphic exhancements Want 2015 provides improved editing tipols with a new set of Floture Topic that enable you to transform your documents into ortifically engaging documents. New editing took are as Wild a contransform upon documents follows follows follows finance follows f 1 Page Per Sheet Page Setur 4 1 of 3 P 67% (-0-**DE**

